



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

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|---|--|-------------------------|------------------------------|
| Job Title: | Program Specialist I | Job Category: | Administrative |
| Classification: | Community Based Services | WC Code #: | 8742 |
| Location: | CASA | Travel Required: | Yes |
| Level/Salary Range: | \$17.00 per hour | Position Type: | Full time; 40 hours per week |
| HR Contact: | Denise Conway | Phone: | (209) 742-6456 |
| Name: | | Date of Hire: | |
| Immediate Supervisor: | CASA Program Director | | |
| Benefits: | 9 Paid holidays, 152 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options. | | |
| Applications Accepted By: | | | |
| E-mail: applications@alliance4you.org | | | |
| Subject Line: CASA Program Specialist I Attn: Human Resources | | | |
| Job Description | | | |
| <u>Role and Responsibilities</u> | | | |
| <p>The CASA Program Specialist I Position supports the Respite and Resource Program within CASA of Mariposa County, a program of the Alliance for Community Transformations. This program specialist will help support families and caregivers in the Mariposa community. Applicants must have at least 5 years of driving experience. This position will assist with or be responsible for the following duties:</p> | | | |
| Program Duties: | | | |
| <ul style="list-style-type: none"> • Coordinates respite care services. • Provides respite care (childcare) for caregivers. • Provides direct services to victims of abuse e.g. transportation, childcare, and provide resources • Helps connect victims and their caregivers with needed resources. • Attends multi-disciplinary team meetings. • Attends and participates in annual Child Abuse Prevention activities and training opportunities. | | | |





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- Develop and maintain a resource/service database for foster children and families and continually disseminates this information to other staff, community partners, Foster Families and Court Appointed Special Advocates (CASA volunteers)
- Seek out and participate in on-going training opportunities to best serve the foster family population
- Supports all activities within the Respite and Resource Program.
- Other duties as assigned

Administrative Duties:

- Creates and maintains forms and documents related to the functioning of the program.
- Assist in the facilitation of communication and dissemination of information between all Alliance Programs.
- Assists with reports for grants.
- Creates publicity and marketing tools for CASA program as needed.
- Enters and tracks data needed for CASA.
- Other duties as assigned

Office Support:

- Provide coverage of office and phones, as needed.
- Assists with print jobs and prep of training materials.
- Assist in cleaning and sanitizing the office
- Organize and track respite care being provided to local foster families within the Respite and Resource Program

Other Duties:

- Participate in planning, coordinating, and attending agency wide staff meetings and trainings
- Assist with trainings & support classes facilitated by CASA
- May be required to provide transportation to counseling, medical appointments, etc.
- Assist with outreach events
- Work occasionally on a weekend or evening
- Other duties as assigned





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Qualifications and Education Requirements

Knowledge of:

- Office Equipment Operation (phone, fax, copier, etc.)
- General Administrative Principals
- Extensive experience working with children and abuse victims
- Experience in coordinating services
- Computers and Software Programs (Word; Excel; Internet)
- Must complete the court mandated CASA training upon hire

Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology

Education/Experience:

- High School Diploma; Some college or vocational courses desirable
- Experience working with children and/or young victims of abuse

Physical Requirements:

- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time, including to sit on the floor with young children.





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- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Initial Job Description Date: | 6/28/17 | Revised Job Description Date: | 09/04/2020 |

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

